

LANCASTER COUNTY  
CORRECTIONS - SERGEANT

#### NATURE OF WORK

This is direct contact supervisory work in a correctional facility responsible for the supervision of subordinate personnel and ensuring the security and safety of incarcerated individuals.

Work involves supervising subordinate Correctional Officers as assigned, enforcing facility rules and regulations, managing inmate behavior and supervising various inmate activities and programs. Work also involves intake and release processing of inmates, ensuring adherence to applicable laws, court orders, regulations and departmental policies; and responding to emergency situations, taking remedial action and supporting first-response staff. Supervision is received from Corrections - Lieutenant with work reviewed in the form of conferences and day-to-day operational effectiveness. Supervision may be exercised over Correctional Officers.

#### EXAMPLES OF WORK PERFORMED

Supervise and evaluate Correctional Officers in the performance of their duties as assigned; enforce facility rules and regulations; manage inmate behavior and supervise various inmate activities and programs; escort inmates to scheduled medical or legal appointments; provide field training for Correctional Officers; respond to emergency situations taking remedial action and supporting first-response staff; schedule staff to cover shift position vacancies and assign subordinate staff to facility posts.

Oversee intake and release processing of inmates ensuring adherence to applicable laws, court orders, regulations and departmental policies; communicate with the inmate population answering questions, complaints and requests for assistance; inspect inmate living areas and related areas to ensure standards of sanitation and security are maintained; conduct minor disciplinary hearings for inmates.

Monitor required documentation of activities during shift supervised; review investigative reports for completeness and accuracy.

Ensure all emergency equipment is in proper working order.

#### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of correctional facility operations.

Knowledge of departmental policies, procedures and post orders.

Knowledge of the criminal justice system.

Some knowledge of Nebraska Jail Standards.

Some knowledge of behavioral and psychological issues, minority cultures and religions, group dynamics and stress management pertaining to inmates in a correctional facility.

Some knowledge of managerial principles and practices as they pertain to the correctional system.

Ability to effectively manage inmate behavior in various custody environments.

Ability to communicate effectively both orally and in writing.

Ability to use basic word processing and applicable correctional computer software applications and equipment.

Ability to read, understand and adhere to court orders and requirements of related legal documents.

Ability to assign, supervise and evaluate the work of subordinate staff.

Ability to work with outside agencies, inmates, attorneys, co-workers and the public in a cooperative and professional manner.

Ability to assess situations and make operational decisions in response to emergencies.

Ability to respond to medical and life threatening emergencies.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college level course work in criminal justice, psychology, sociology, human services or related field and experience in the following or any combination thereof: a correctional setting, as a counselor in a social setting, in law enforcement, in the military particularly in law enforcement or corrections, or with responsibility for individuals in other institutional settings; and some experience in a supervisory capacity.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in criminal justice and some experience in the following, or any combination thereof: a correctional setting, as a counselor in a social setting, in law enforcement work, in the military, particularly in law enforcement or corrections, or with responsibility for individuals in other institutional settings; or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

NECESSARY SPECIAL REQUIREMENTS

Must be a citizen of the United States and be at least nineteen (19) years of age or older.

At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one (1) year or more, from which a pardon has not been received.

Must submit to and successfully pass a substance abuse test.

Must be examined by a licensed physician and meet the medical requirements of the Corrections Department.

Possession of a valid State of Nebraska driver's license when operating a vehicle is required in the performance of assigned duties.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

Revised 3/98

PS5756